

Cara Thompson

18238 W. 3rd Place, Apt. 1, Golden, CO 80401 (785) 521-8818

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Resourceful, accomplished, organized, and dedicated employee with knowledgeable experience in customer service, logistics, and time management. Looking to assume a position of responsibility from obtained job skills while offering a strong work ethic for the potential of a long-term career advancement.

Professional Experiences

American Eagle Outfitters (Logistics), 1301 N. Davis Rd, Ottawa, KS 66067 (Nov. 2016 – Oct. 2017)

Material Processor, Trainer, Certified Material Handler

- Promoted to Trainer in a short duration of time
- Achieved a Material Handler Certification
- Efficiently completed job duties in addition to working overtime as needed
- Ability to quickly take on new tasks under pressure and understand written and oral directions
- Production and warehouse logistics, including: loading/unloading trucks, packaging, labeling, shipping and processing, receiving orders
- Profound knowledge of OSHA safe work practices, including: precautions for operating power equipment, working under hazardous conditions, and following proper dress requirements

Topeka Independent Living, 501 W Jackson #100, Topeka, KS 66030 (Jul. 2007 – Oct. 2017)

Personal Aide Worker

- Exceptional written and oral communication skills with patients, families, individuals, and other staff on duty within various age groups
- Understanding needs of others by asking questions as appropriate, clarifying details with fellow staff to keep the patients comfort and safety a priority
- Strong passion, sensitivity, and empathy towards helping patients
- Administer treatment and everyday personal care procedures to patients, as well as provide assistance to other nurses
- Data entry for patient intake, meticulous note-taking as needed for patient records

Applebee's Restaurant, 2340 S Oak St, Ottawa, KS 66067 (Aug. 2016 – Jul. 2017) (Dec. 2018 – May 2019)

Server/Bartender, Manager

- Thorough communication with customer and staff in regards to taking in orders, customer service, tasks, conflicts and problem solving
- Team-management and ability to work well with others
- Attention to detail and accuracy with orders and handling moneys in the register
- Assist with general cleaning of the facility, such as sweeping, mopping, and trash removal

Central RV, 2324 E. Logan St, Ottawa, KS 66067 (Aug. 2018—Dec. 2018)

RV Detailer

- Thoroughly wash, clean, and detail exteriors and interiors of RV units and Company facilities, requiring extensive knowledge of various cleaning solutions, equipment, and necessary tools for specific and custom applications that both preserve and protect
- Restock cleaning equipment and products as well as use sustainable practices of conserving materials in a safe manner that results in the need to purchase less for future applications.
- Communicate any malfunctioning RV equipment or gear to management

US Army Reserves, Missouri National Guard Armory, Missouri (Jul. 2018- Dec. 2018)

E-1 Private (91 Bravo- Mechanic), Trainer

- Punctuality with schedules, deadlines, and following orders
- Mechanics knowledge of tools and equipment for fixing equipment
- Individual and team-oriented goals, trained others on job duty tasks

Dirty Dogs Roadhouse, 17999 W Colfax Ave, Golden, CO 80401 (Jul. 2019- Aug 27th 2019)

Server

- Efficiently completed job duties in addition to working overtime on various occasion
- Ability to work under pressure with multi-tasking

Personal References

1. Blake Freeman
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2. Dalton Wadkins
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3. Kelsie Shambaugh-Barnes
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